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Carol M. Palmore
Secretary

December 18, 1998

MEMORANDUM

PERSONNEL MEMO 98-14

TO: Cabinet Secretaries
Agency Heads
Personnel Executives

FROM:


Carol M. Palmore, Secretary

SUBJECT: Holiday Pay for State Employees

In light of the sweeping reduction of employee categories brought about by HB 727, and the implementation of the new Interim category, a review of the Holiday Pay Policy has been conducted. Included in this review have been discussions with the Governor's Office for Policy and Management to assure that budget issues have been considered.

The statute, KRS 18A.190 provides that, "State employees shall be given a holiday on the following days..." This applies to all active employees. No criteria with respect to work schedules are applicable in determining eligibility for holiday pay.

Full-time employees should be paid either 7.5 or 8.0 hours of holiday pay, based on the workweek code on the P-1. Part-time employees are to be paid 3.75 hours. Interim employees, except co-op/interns, are to be paid 7.5 hours. Co-op/Interns are to be paid 3.5 hours. All employees are to be paid according to this policy, regardless of whether they would normally be scheduled to work on the particular holiday.

For holidays of less than a full day, such as Good Friday, full-time employees are to be paid one-half of the daily hours based on the workweek code on the P-1. That is to say, if the workweek code is a 1, indicating 37.5 hours per week, the employee is to receive one-half of 7.5 hours, or 3.75 hours. Interim employees are to be paid 3.75 hours. Part-time and co-op/intern employees are to receive one-half of the hours for which full-time employees are paid.

This policy is effective immediately. Please take the necessary steps to insure compliance with this memo.

CMP:lw

